

**DEPARTMENT OF THE ARMY  
US ARMY GARRISON, ABERDEEN PROVING GROUND  
ABERDEEN PROVING GROUND, MARYLAND**

**NONAPPROPRIATED FUND POSITION ANNOUNCEMENT**

**NAF VACANCY ANNOUNCEMENT #OC30-01**

**OPEN: 13 OCTOBER 2000**

**NO CLOSING DATE**

**POSITION TITLE, SERIES, GRADE & PAY: MOTOR VEHICLE OPERATOR,  
NA-5703-05, (See Current Pay Schedule for NA, NL & NS, Crafts & Trades)**

**LOCATION: APG Army Lodging, US Army Garrison, Aberdeen Proving Ground,  
Maryland**

**TYPE OF APPOINTMENT: Regular Full-time, Regular Part-time, Flexible or Limited  
Tenure depending upon the need at the time position is filled. Work schedules maybe  
Regular, Irregular or Rotating. Conversion from a Flexible or Limited Tenure  
appointment to Regular Full-time or Regular Part-time may be made noncompetitively.**

**BRIEF DESCRIPTION OF DUTIES: Operates vehicles which typically have an  
approximate gross vehicle weight up to 10,000 pounds capacity between designated points  
to transport supplies, equipment, furniture, or personnel. Loads and unloads supplies.  
Ensures that load is properly and safely arranged and that maximum capacity is not  
exceeded. Performs operator maintenance in accordance with established procedures such  
as washing vehicles, fueling, cleaning interior, checking fluid levels and tire pressure.  
Reports all malfunctions to supervisor. Completes driver's accident report in the case of  
accident. Observes traffic regulations and other safety precautions to protect vehicle,  
materials and passengers transported. As required serves as a laborer and will apply salt  
and other ice control materials to sidewalks and entrances of buildings. Shovels snow from  
steps and sidewalks of assigned buildings. Using a shovel, digs around trees and  
shrubbery; applies mulch; mows grass using powered type lawnmower; trims around  
buildings; police grounds; rakes leaves; waters grass and shrubbery; fills and tamps holes  
in lawn leveling uneven or ditched areas using shovel, hand tamper or rake. Operates  
heavy power equipment to buff floors and shampoo carpets.**

**QUALIFICATION REQUIREMENTS:**

- Skilled to manipulate controls for starting, stopping, backing and driving the vehicle in all  
types of traffic and road conditions.**
- Knowledge of the height, width, length and weight of the vehicle in order to judge  
overhead and side clearances, the turning radius, braking distance and the safest distance  
to be maintained from other vehicles.**
- Skilled to read, and to determine the shortest and safest route for both short and long  
runs.**

**NAF VACANCY ANNOUNCEMENT #OC30-01 (CONTINUED)**

**-Knowledge of loading methods of various vehicles to ensure those materials will not be damaged during transport and to expedite unloading.**

**-Ability to lift up to 50 pounds.**

***SPECIAL SKILLS: Possession of a valid driver's license is necessary for operation of motor vehicle; therefore, the candidate who does not have a current government license will be scheduled for the driving test provided that he/she has a valid driver's license in the state where he/she lives. Also, must satisfactorily pass a medical examination. The candidate who does not fulfill the driving or medical requirements will be disqualified for the purpose of driving motor vehicles.***

***CONDITIONS OF EMPLOYMENT: Direct Deposit: As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action.***

**INSTRUCTIONS TO APPLICANTS: Application forms (DA Form 3433, in detail) for current nonappropriated fund (NAF) employees at US Army Garrison, Aberdeen Proving Ground, Maryland; with a concurrent recruitment from all sources are available at the Civilian Personnel Office, NAF Branch, building 305, lower level, Aberdeen Proving Ground, Maryland.**

**NOTE: To receive Veteran's Preference, a copy of your DD 214 must be furnished. To receive Spouse Employment Preference, you must furnish a copy of your spouse's PCS orders. Refusal by the spouse to participate in established recruitment procedures (i.e. Interview, Knowledges, Skills and Abilities where required, etc.) is considered a declination of employment and is a basis for termination of Spouse Employment Preference for the current PCS of the sponsor.**

**EQUAL OPPORTUNITY: Department of the Army NAF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the serving NAF Civilian Personnel unit. Requests for reasonable accommodation are made on a case by case basis. Consideration for placement and evaluation of qualifications will be made on a fair and equitable basis without regard to race, sex, creed, national origin, religion, color, lawful political or other affiliation, marital status, physical handicap, age, membership or non-membership in an employee organization.**

**STATEMENT OF WHISTLEBLOWER PROTECTION: Nonappropriated fund employees and applicants will be free from reprisal in making protected disclosures and the confidentiality of employees and applicants making such disclosures will be protected. Any civilian employee or applicant of a nonappropriated fund instrumentality who reasonably believes that a personnel action (including failure to take such action) was taken as reprisal for making a protected disclosure may file a complaint with DOD Inspector General. Such a complaint may be filed by calling the DOD Hotline toll-free (800) 424-9098 or COM (703) 693-5080 or DSN 223-5080 or by letter addressed to DOD Hotline, The Pentagon, Washington, DC 20301-1900.**